

FACULTY/FACILITATOR/DEVELOPER REQUEST FOR COJET CREDIT FOR AN ACCREDITED COURSE

COJET recognizes the educational mastery necessary to teach and develop curriculum for a course and values teaching by judges and court staff. An individual may receive up to 8 hours of faculty/facilitator/Developer credit in a calendar year in accordance with the following criteria: (ACJA 1-302 E.6.)

- Credit hours may be granted to faculty at the rate of **3 for 1** the first time a course is taught and **2 for 1** the second and each consecutive time that course is taught.
- Credit hours may be granted to a program facilitator at the rate of **2 for 1** for time spent facilitating the program.
- Credit hours may be granted for developing curriculum **not to exceed 4 credit hours** in a calendar year.

ACJA §1-302, A. Definitions:

- **Faculty** means an individual who plans, prepares, and presents an education program:
 - Serves as a moderator or coordinator of a panel
 - Performs pre-planning for one-to-one training activities with measureable educational outcomes.
- **Facilitator** means specifically trained individual who leads local or small group activities that take place as part of a larger program.
- **Curriculum development** means the individual created a course comprised of learning objectives, lesson plan and activities to evaluate learning, and handout materials.

Faculty should be selected based on subject matter expertise, faculty training and creditability. (ACJA §1-302, D5.)

- Faculty should demonstrate expertise in the curriculum, knowledge of adult education principles and the ability to prepare and present education materials effectively to court personnel.
- Education and training programs should emphasize the use of modern adult education principles that focus on participative learning.
- Faculty members should be familiar with effective teaching techniques based on these principles including creating a dialogue with participants, by encouraging input concerning substantive areas asking participants questions to evaluate their comprehension and learning.

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Name: _____ Phone: _____

Position: _____ Court/ Dept: _____

Location (City/Zip): _____ Email: _____

Course Title: _____ Course Date: _____

Course Location: _____

Type of Credit Requesting (Check one)

_____ Faculty _____ Facilitator _____ Curriculum Developer

Delivery Method: (Check one)

_____ Broadcast/Webcast _____
 _____ Seminar/Workshop/Conference _____
 _____ Computer Based Training _____
 _____ Other _____

Class Hours

Check main content areas. (Check one)

_____ Ethics
 _____ Network/Computer Security

Number of clock hours spent teaching/facilitating:

_____ Hours

- **Faculty Credit:** COJET allows 3.0 credit hours for each 60 minutes of actual instruction the first time a class is taught; 2.0 credit hours for each 60 minutes of actual instruction each consecutive time the class is taught.
- **Facilitator Credit:** COJET allows 2.0 credit hours for each 60 minutes of actual class time the first time a class is facilitated.

Number of clock hours spent developing curriculum:

_____ Hours

- **Curriculum Development Credit:** COJET allows up to 4 credit hours for developing curriculum.

Total Number of COJET Credit Hours Earned:

_____ Hours

A maximum of 8 hours may be granted for any combination of faculty/facilitator/developer credit per calendar year.

CERTIFICATION OF COMPLETION

I have provided a copy of all necessary materials for this course, to the local training coordinator.

 Faculty/Facilitator Signature

 Date

Approved	Disapproved	Credit Hours	Training Coordinator Signature	Date